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HOW TO CONDUCT AN INTERNAL QUALITY AUDIT FOR ISO 9000 QUALITY MANAGEMENT SYSTEMS

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[Internal quality audit is an important step in implementing ISO 9000 quality management system. Internal quality audits shall be scheduled on the basis of the status and importance of the activity to be audited and shall be carried out by personnel independent of those having direct responsibility for the activity being audited.

Issues concerning the auditing, internal quality audit, audit planning, conducting audit and audit reports and briefly mentioned in this paper.]

INTRODUCTION

The supplier shall establish and maintain documented procedures for planning and implementing internal quality audits to verify whether quality activities and related results comply with planned arrangements and to determine the effectiveness of the quality system.

Internal quality audits shall be scheduled on the basis of the status and importance of the activity to be audited and shall be carried out by personnel independent of those having direct responsibility for the activity being audited.

The results of the audits shall be recorded (see 4.16) and brought to the attention of the personnel having responsibility in the area audited. The management personnel responsible for the area shall take timely corrective action on deficiencies found during the audit.

Follow-up audit activities shall verify and record the implementation and effectiveness of the corrective action taken.

NOTES:

- ◆ The results of internal quality audits form an integral part of the input to management review activities (see 4.1.3).
- ◆ Guidance on quality system audits is given in ISO 10011.

